Sample Questions for Interviewer

Questions about the Role

- What types of skills do you NOT already have on board that you’re looking to fill with a new hire?
- Thinking back to the person who you’ve seen perform most effectively in this role, what made their performance so outstanding?
- What are the most immediate challenges of the position that need to be addressed in the first three months?
- What are the opportunities for progression and increased responsibility within the organization?
- Where have successful employees previously in this position progressed to within the company?
- How often can I expect to relocate during the initial years of employment with your organization?

Questions about the Organization

- What do you consider to be your firm’s most important assets?
- What are a few things that really drive results for the company?
- What is the background of most middle and senior level personnel?
- Could you describe your company’s management style and the type of employee who fits well with it?
- What would you say is the most important aspect of your company culture?
- Are there any company-sponsored social events such as a company softball or golf league in place?
- What kind of partnerships does your organization have with others in the community?
- I’m anxious to get active in the local community. Is this something that you encourage?

Questions about/for Manager

- What tangible and intangible qualities attracted you to the company?
- What excites you about coming into work?
- What do you appreciate the most about your company/organization?
- If you could change one thing about this organization or department, what would you change?
- How would you describe your management style?
- Can you explain how you let someone take a project and run with it?
- What are the various ways employees communicate with one another to carry out their work?
- How and by whom will my performance be reviewed? Are there specific criteria upon which I would be evaluated?
- How frequently is formal and informal review given to new employees?

Questions about Team

- What are the long- and short-term goals of the department?
- What have been the department’s successes in the last couple of years?
- How are teams assembled? How are team members selected? What are the selection criteria?
- How are your teams structured?
- What kinds of processes are in place to help teams work collaboratively?
- How much freedom and support is provided to mentor and consult with colleagues?

Questions about Feedback and Next Steps

- Is there anything you’d like me to clarify or explain in more detail?
- Do you have any specific concerns about my candidacy I can address?
- What are the next steps in the interview process?
- Who should I follow up with about next steps?
- When can I expect to hear from you?
- May I contact you if any further questions arise?
- Would you like a list of references?